

# Co-operative Payroll Giving Limited

Enabling your employees to support their favourite charities

**Delivered in partnership with Co-operative flexible benefits**

Delivered by The Midcounties Co-operative



A guide for employers



## What is Payroll Giving?

Payroll Giving is a flexible scheme which allows anyone who pays UK income tax to give regularly and on a tax free basis to the charities and good causes of their choice.

Payroll Giving donations are deducted before tax so each £1.00 you give will only cost you 80p if you are a Basic Rate Tax Payer and if you're a Higher Rate Tax Payer, it will only cost you 60p.

Payroll Giving (also known as Give As You Earn or Workplace Giving) is a valuable, long term source of revenue, providing regular income to help charities budget and plan ahead more effectively. Employees can choose to support any charity of their choice with a regular or one off donation direct from their pay.

It's cheaper because its tax free - for example, a donation of £5 per month costs the basic rate tax payer £4.00 (the taxman pays the rest!)

## How does Payroll Giving work?

The scheme is easy to operate for employers and its simplicity maximises the amount of money charities receive. Donations are made out of salary or pension earnings before Income Tax is taken off. This means that donors are given tax relief on their donation immediately- and at their personal highest rate of tax.

## Can you afford to donate one hour of your time?

£20,000 per year - your hourly rate is £12.59

Donating £10.00 per month, equates to 0.8 hour(s) of your time per month!

Using payroll giving, you would actually donate £8.00, the taxman would donate £2.00.

## Why Use Co-operative Payroll Giving?

Unlike some other providers of payroll giving services, Co-operative Payroll Giving Limited offers a **FREE** Payroll Giving Scheme to all who use it. We do not charge the Employer, Employee or the Charity therefore the entire donation goes to the Charity that has been nominated, whilst the employee makes genuine savings. Our commitment is to ensure that all donations are 'ring-fenced', so not used as working capital and passed on to the nominated charity within 7 working days of receipt, providing we have that charity registered with us. Offering a **FREE** payroll giving service supports The Midcounties Co-operative's core beliefs and social responsibility values, ensuring charities receive the maximum benefit of the donations made. All costs of administering this scheme are absorbed internally by The Midcounties Co-operative.



## Benefits of Payroll Giving?

### Employer

- It's FREE - no service charge
- Low administration burden
- Enhances public image and illustrates Corporate Social Responsibility
- Supports colleagues in what is important to them
- Aids recruitment and retention of staff and increases staff morale
- Offers the potential of achieving a "Payroll Giving Quality Mark"
- Any associated internal administration costs can be offset against "Corporation Tax"

### Employees

- It's FREE - no admin fee
- Pre-tax saving on donation
- Easy and efficient way to donate to a charity or multiple charities
- Can make a single one off payment or regular payments
- No Direct Debit or Standing Order forms to complete
- All administration handled by Co-operative Payroll Giving Ltd
- Self Boost - feeling of goodwill
- View an online statement to see all donations made

### Benefits of Charity

- It's FREE to receive donations
- Regular and reliable income
- Control over budgetary and future planning
- Loyal customers continue to make payments for years due to the ease of the process
- Tax relief encourages employee to make or enhance donations
- Relationships with current employers may attract other contributions to the charity ie. community hours
- Employers matching employee donations
- Further opportunities to entice new employees to the scheme

# 5 easy steps...

## STEP 1

**Employer sign up** - Go onto [www.flexiblebenefits.coop](http://www.flexiblebenefits.coop) website and sign up to Payroll Giving, or alternatively contact the Helpdesk on 0800 458 7929 to assist you with the sign up process.



## STEP 2

**Promotion** - We'll help you spread the word, delivering a free marketing campaign that suits your business and employee base.



## STEP 3

**Employee Sign Up** - Employees sign up to the scheme online and using their unique log in details decide how much they want to donate and to which Charity/Charities.



## STEP 4

**Upload your Order** - Upload your order onto the Co-operative Flexible Benefits website. This will confirm the donations that your employees wish to make.



## STEP 5

**Payment to Charities** - following receipt of your order, payment is released to Charities for the chosen amount by your employees



### Quality Mark Awards

The Payroll Giving Quality Mark, launched in January 2006 recognises and rewards organisations for making Payroll Giving available to their employees. The Quality Mark aims to increase participation in Payroll Giving which provides UK charities with a sustainable income stream. Once organisations set up a Payroll Giving scheme, they will automatically receive a certificate.

The Quality Mark acknowledges Payroll Giving has been implemented and demonstrates (both within the organisation and publicly) that the organisation is committed to the good causes its employees care about. Depending on the take up of the scheme, employers may be eligible for either a Bronze, Silver, Gold or a Platinum Quality Mark Award.



Employee Donation	Tax relief to basic rate taxpayer	Cost to basic rate taxpayer	Charity receives	Tax relief to higher rate taxpayer	Cost to higher rate taxpayer	Charity receives
£5.00	£1.00	£4.00	£5.00	£2.00	£3.00	£5.00
£8.00	£1.60	£6.40	£8.00	£3.20	£4.80	£8.00
£10.00	£2.00	£8.00	£10.00	£4.00	£6.00	£10.00
£15.00	£3.00	£12.00	£15.00	£6.00	£9.00	£15.00

# Co-operative Flexible Benefits and Payroll Giving Limited

It is our vision to provide employers with a compelling and trusted range of products and services for employees that is truly 'good for everyone'.

"Our mission is for every employee at a client business to be able to take advantage of at least one of our benefits for themselves and/or their family." Co-operative Flexible Benefits is taking an innovative approach to the benefits market in delivering a unique solution and a true alternative to the traditional commercial package available from other providers. Our commitment is to deliver excellence in everything we do, from the Customer Service Advisors on our Helpdesk, to the support from your dedicated Regional Account Manager, or the production of bespoke marketing material to ensure maximum employee engagement.

All of our services and procedures are independently audited by KPMG to ensure HMRC and employment law compliance, so you can be reassured that the faith and confidence you put in one of the UK's most trusted brands is truly validated.

We believe in working together to achieve benefits for all to make our communities better places to live and work.

"Co-operative Payroll Giving Limited has been brought to the Employee Benefits market place to enable employees to securely donate to chosen charity/ies."

## Our promise

- To make no service charges for using the service
- To keep things simple
- To be open, honest and transparent in everything we do
- To provide a convenient service that suits your needs and leaves you in control at all times
- To acknowledge customer feedback
- To be fully HMRC compliant
- To operate a 7 day transfer of donation policy v's up to 60 days industry standard\*

\*Subject to the charity already being registered with Co-operative Payroll Giving Limited.



**For more information on offering this benefit to your employees contact your Regional Account Manager or call 0800 458 7929**

## June 2013

The above benefits are available to ALL employees whilst an Employer has an active Childcare Voucher account with Co-operative Flexible Benefits (CFB) or uses CFB to provide their Cycle to Work Scheme.

Co-operative Flexible Benefits introduces Payroll Giving Limited, which is part of The Midcounties Co-operative. Document issued by Co-operative Flexible Benefits part of The Midcounties Co-operative.



Awards accredited to The Midcounties Co-operative excluding ISO9001 which is awarded to Co-operative Flexible Benefits.